

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
219 WEST HOFFMAN STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6175/6110

**POSITION VACANCY ANNOUNCEMENT 19-117a**

**Open Date: 25 September 2019 Close Date: 10 October 2019**

**FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY**

**BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)**

**POSITION TITLE: MATERIEL MANAGEMENT**

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: TSgt/E6**

**UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: TSgt/E6**

**ORGANIZATION/LOCATION: 175th Logistics Readiness Squadron, MDANG, 2701 Eastern Boulevard, Middle River, MD 21220-2899**

**SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.**

**WHO MAY APPLY: OPEN TO CURRENT ENLISTED MEMBERS OF THE MARYLAND AIR NATIONAL GUARD (SSgt/E5 to TSgt/E6) ONLY PENDING AGR RESOURCE AVAILABILITY**

**QUALIFICATION/ELIGIBILITY REQUIREMENTS**

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

**BRIEF OF DUTIES AND RESPONSIBILITIES**

Manages, controls, oversees, coordinates and implements the base mobility assets program and function. Serves as the technical advisor to satellite units and Geographically Separated Units providing their mobility custodian with current information, guidance and training and accomplishes periodic inspection of their activity. Provides day-to-day management and oversight of assigned personnel and monitors daily mobility assets operations and activities. Determines and establishes requirements, forecasts shelf-life expiration, and develops an operating budget for individual protective equipment to ensure critical wartime assets are available to support deployments. Serves as a technical advisor to the Wing Commander regarding Mobility assets program and issues; and serves as a member of the deployment process working group, and as an advisor to the base Readiness Council. Serves as the system administrator to manage and update mobility bag inventory data by loading, changing, and deleting personnel, locations, lot/contract information; and issues individual stocked items, generates hand receipts and condemns stock. Ensures data integrity and proper accountability is maintained at all times. Develops and conducts MICAS training to assigned personnel and unit mobility managers. Develops lesson plans, course materials, and schedules and conducts training. Identifies mobility bag and customer individual protective requirements. Receives, stores and issues, Type A, B C, and D mobility bag assets. Controls shelf life assets utilizing Army Electronic Products Support (AEPS) and Joint Acquisition CBNR Knowledge System (J.A.C.K.S.), processes and approves customer requests for mobility bag requirements, requisitions mobility bag assets, performs research, verifies data etc. Determines storage requirements ensuring arrangement is in accordance with applicable directives. Storage should be conducive to a smooth and expedient issue process. Uses safe and secure storage and distribution practices to ensure maximum protection of augmentee personnel and the environment. Stocks, inventories, and tracks deployable MRSP and mobility bag assets before and after deployments. Coordinates the authorization for mobility assets to include: WCDO, MRSP, and all mobility bag assets. Responsible for the storage of weapons identified for extended storage. Maintains currency on M-9 weapon. Maintains the weapons storage vault in accordance with AFI 31-101 and applicable directives. Responsible for coordinating with Combat Arms to complete required annual, pre and post embarkation inspections. Annually validate and identify changes to weapons authorizations based on the Logistics Readiness Annual Weapons Authorization Letter. Coordinate and schedule weapons

inventories ensuring completion IAW Materiel Management regulation and directives. Maintains physical security of weapons storage vault IAW all prescribed controlled area procedures. Coordinates with Unit Deployment Managers and Equipment Management Element to identify weapons required for contingency operations. Ensures deployed custodian appointments letters are obtained and weapons are placed in a deployed status. Ensures those deployed are provided training on their responsibilities for deploying with a weapon. Responsible for leak and serviceability testing of the Chemical, Biological, Radiological and Nuclear Defense (CBRN-D) masks and components utilizing the Joint Service Mask Leak Tester (JSMLT). Must be familiar with JSMLT Concept of Operations and obtain training on use of the tester. Establishes a schedule and ensures preventive maintenance checks and services are performed prior to deployment and as required IAW technical order guidance.

#### AFSC

**AFSC: 2S071** Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program and the Air Force Enlisted Classification Directory (AFECD) 30 April 2019. **Knowledge.** Exercises a practical knowledge of a wide range of warehousing and supply principles, concepts, and methodologies involving general supply, storage, distribution, and inventory specialties to include a general knowledge of contracting and transportation practices. Possesses and utilizes knowledge of the policies, work procedures, methods, data information, and requirements of mobility assets. Uses knowledge and understanding of USAF standards, regulations, statutes, policies, and guidelines to assure compliance, safe working practices, prevention of damage to government property, and prevention of accidental injuries and mishaps. Utilizes knowledge of a variety of automated systems, to search, analyze, track and monitor mobility assets. Ability to communicate is utilized in writing to prepare, compile, and research information for mobility assets as well as to communicate orally to conduct briefings, offer training, and lead group conferences or sessions. **Education.** For entry into this AFSC, completion of high school with a course in mathematics is desirable. **Training.** For award of AFSC 2S031, completion of a basic materiel management course is preferred. **Experience.** None required. **Physical Effort.** Work requires regular and recurring physical exertion, such as long periods of standing, walking, bending, stooping, reaching, and similar activities in and around mobility assets storage areas. Retraining into the 2S0XX career field within the Air Force Reserves and Air National Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.

#### SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 3 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
7. Must currently have or be able to obtain SECRET clearance.

#### APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**  
**APPLICATIONS WILL NOT BE RETURNED!**

#### **SUBMIT APPLICATION IN ORDER LISTED BELOW**

- ☐ NGB Form **34-1 Application for Active Guard Reserve (AGR) Position, DATED 20131111**, Signed, dated and annotated with Vacancy Announcement Number.
- ☐ Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice.**
- ☐ AGR Profile Verification Statement (**fourth page of this announcement**).
- ☐ Most Recent Air Force Fitness Management System (AFFMSII)
- ☐ Letters of Recommendation, Cover Letter, Resume and other attachments are permitted, but are not mandatory.
- ☐ All DD214s or NGB 22
- ☐ Completed Questionnaire (**below**)

#### **For Positions Advertised to "Current On-Board AGR Applicants Only":**

- ☐ **Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application.

**Questionnaire:**

**Y/N**

- ☐ Are you currently a Maryland Air National Guard Member? \_\_\_\_\_
- ☐ Are you currently AGR? If so, what State? \_\_\_\_\_
- ☐ Are you currently a Technician? If so, what State? \_\_\_\_\_
- ☐ Are you currently deployed? If so, what location? \_\_\_\_\_
- ☐ Are you currently on ADOS? If so, with who? & what is the ending date? \_\_\_\_\_
- ☐ Are you currently in a "fenced" position? \_\_\_\_\_

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**):

\_\_\_\_\_, \_\_\_\_\_

Forward application and attachments via **MAIL, EMAIL, OR WALK-IN**: Tuesday – Friday 0630 -1700 at the Fifth Regiment Armory, Human Resource Office on the 3rd floor, Room 26

**IF EMAILING, SUBMIT ONE PDF DOCUMENT ENTITLED 19-117a MATERIEL MANAGEMENT TO:**  
[ng.md.mdarnng.mbx.mdng-hro-agr@mail.mil](mailto:ng.md.mdarnng.mbx.mdng-hro-agr@mail.mil)

**IF MAILING, DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS.** Forward application and attachments to:

Human Resources Office  
ATTN: NGMD-HRO-AGR  
Fifth Regiment Armory  
29th Division Street  
Baltimore, MD 21201-2288

***Applications must be received in the HRO not later than close of business on the closing date!***  
***Applications received after the closing date will not be considered.***

**AGR VACANCY APPLICATION  
PROFILE VERIFICATION STATEMENT**

NAME \_\_\_\_\_ ANNOUNCEMENT # \_\_\_\_\_

**A. FITNESS PROGRAM TEST VERIFICATION**

MEMBER   MEETS STANDARDS IN ACCORDANCE WITH AFI 36-2905

YES      NO

\_\_\_\_\_  
\*Signature/Rank/Title Verifying Official

\*Current supervisor, commander, or designated WMP Monitor

**B. APTITUDE SCORES**

Mech: \_\_\_\_\_ Admin: \_\_\_\_\_ Gen: \_\_\_\_\_ Elect: \_\_\_\_\_

\_\_\_\_\_  
\*\*Signature/Rank/Title Verifying Official

\*\*Current supervisor, commander, or Customer Service Representative

**C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT**

P:\_\_\_ U:\_\_\_ L:\_\_\_ H:\_\_\_ E:\_\_\_ S:\_\_\_ X Factor \_\_\_ Dated \_\_\_\_\_

MEMBER   IS   IS NOT   QUALIFIED FOR WORLD WIDE SERVICE

\_\_\_\_\_  
\*\*Signature/Rank/Title Medical Certifier

**ATTACH TO NGB FORM 34-1**  
APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION